



Job Opportunity Bulletin

Staff Services Analyst

Tenure/Timebase: Permanent/Full-time
Location: CA Commission on Teacher Credentialing
Division of Professional Practices
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: Range: A \$2632 - \$3201
Range: B \$2850 - \$3465
Range: C \$3418 - \$4155
Final Filing Date: November 16, 2004 or until filled
Contact: Diana Mansker (916) 322-0388

Duties:

Under the direction of the Staff Services Manager, the Staff Services Analyst is responsible for the following:

- Reviews and analyzes all information contained in the Commission's confidential investigative file. The information consists of complex legal documents, typically including law enforcement reports, court dockets, investigative interviews testing companies, or documentation from an employment dismissal proceedings. Determines, according to factual and evidentiary information in the file, whether to prepare a non-pursue memo, pre-investigation or letter of inquiry.
 - If a Confidential Investigative Report is prepared, analyzes information to determine key facts, extracts needed information, and summarizes the evidence, circumstances in aggravation and circumstances in mitigation.
 - Prepares findings after the Committee of Credentials meeting by including the appropriate codes for the Committee to recommend an adverse action and summarizing the evidence, circumstances in aggravation and circumstances in mitigation.
 - Analyzes files and court docket to compose appropriate notice for the Commission's consent calendar. Includes mandatory revocations, mandatory suspensions, mandatory denials, and termination of suspension after mandatory suspension.
 - Makes frequent telephone contact with respondents and school districts or other persons who have vital or relevant information concerning a case under investigation by the Division.
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Conditions of Employment: Fingerprint Clearance is required.

Desirable Qualifications:

- Strong analytical and organizational skills
 - Excellent written and oral communication skills
 - Ability to deliver quality products and completed staff work
 - Ability to work independently
 - Knowledge of Penal, Health & Safety and Education Codes
 - Knowledge of Title 5 Regulations
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Who May Apply:

Applicants who possess the desirable qualifications listed above and who are currently a Staff Services Analyst or who have transfer, list or reinstatement eligibility. The appointment is subject to the State Restriction of Appointment (SROA).

Interested applicants must submit a State Application form (STD 678), to the above address, Attn: Diana Mansker. All applicants must clearly indicate the basis of your eligibility (i.e. SROA, surplus, reinstatement, transfer, or list eligibility) on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.